Leave of Absence Procedure

Students are expected to follow a continuous course of study at the School of Medicine. However, a student who wishes or needs to interrupt his or her study temporarily may request a leave of absence. A leave of absence is defined as being away from the curriculum for more than a six week consecutive period of time, not attending classes/clerkships, and not paying registration fees**. A student may be granted a leave of absence of one year with possible extension for one additional year. Any approved leave will be for a specified period and must be approved by the Senior Associate Dean for Student Affairs.

Students will not receive credit for any coursework completed during a leave (e.g. MBA, MPH, MPP, PhD programs, research, clerkships, etc.) unless leave was specifically approved for Educational or Research purposes.

Financial Aid Recipients - Prior to Requesting a Leave of Absence or Medical Leave of Absence, You Must Be Familiar With the Following:

Students receiving financial aid are responsible for being familiar with the following and are strongly encouraged to meet with a Financial Aid Service Staff prior to taking a leave of absence from the curriculum to discuss:

- The Satisfactory Academic Progress (SAP) Policy, defined in the DGSOM Financial Aid Handbook, as it pertains to financial aid eligibility;
- Deviation from the normal medical course sequence and/or course load, and its effect on your financial aid eligibility;
- The effect of the approved leave on your current eligibility for financial aid (how much aid can you keep and how much will you be required to return based on your effective leave date). See Leave of Absence and Withdrawals;
- The status of your federal and university loans and how to postpone and/or manage loan repayment, during your leave and until you return to full time enrollment status.

Should you require additional information, please contact the School of Medicine Student Financial Services Office at:

Email: fao@mednet.ucla.edu
Phone: 310/825-4181
Office Hours: Monday - Friday, 8am-5pm
Office Location: 17-253 West, Center for Health Science (CHS)
Website: Financial Aid (http://www.medstudent.ucla.edu/offices/fao/current/default.cfm)

DGSOM Financial Aid Handbook can be found at:

Registration Information

The School of Medicine does not offer part-time status:

- Leaving or returning any time after the start of the semester will require payment of registration fees in their entirety
- ** Enrollment is contingent upon payment of registration fees; courses may not be attended without the payment of registration fees.
- Registration fees may carry financial aid implications. A 50% course load per academic year is required in order to be eligible to receive federal financial aid.
The general policies that apply to all types of leave are

**Requesting a Leave of Absence**

Students contemplating a leave of absence must apply in writing by completing a Leave of Absence Request Form (LOA) two to four months prior to the requested leave start date, and return it and supporting documentation (i.e. copy of MD/MBA, HHMI acceptance letter, Research acceptance letter) to Linda Cuesta, Registrar. The form may be returned via email registrar@mednet.ucla.edu, fax 310/794-9574 or in person (12-159 CHS); photocopies of completed paperwork (from i-Phones, i-Pads, Smartphones, etc.) not acceptable. All leaves of absence must be approved by the Senior Associate Dean for Student Affairs, Dr. Neil H. Parker.

- Students can contact the Student Affairs office at (310) 206-0434 or registrar@mednet.ucla.edu with questions.
- The student may be requested to meet with Dr. Parker to discuss reason(s) for leave.
- If the reason for a leave request is personal, the student must schedule a meeting with Dr. Parker. Contact his assistant, Aaron Schmidt, at (310) 206-0434 to schedule an appointment.
- Your leave request form will be reviewed for consideration. Pending no further information is requested by the Dean the student will receive written notification of leave approval, from the Registrar, within four to six weeks from receipt of form. All supporting documentation should be submitted with LOA form otherwise review of request may be delayed.

**Requesting a Medical Leave of Absence**

A student who must interrupt study temporarily because of illness or injury may be granted a medical leave of absence with the approval of the associate dean. Students requesting a medical leave of absence must apply in writing by completing a Medical Leave of Absence Request Form (MLOA) as soon as possible and return it and other required documentation to Linda Cuesta, Registrar, via email registrar@mednet.ucla.edu, fax 310/794-9574 or in person (12-159 CHS); photocopies of completed paperwork (from i-Phones, i-Pads, Smartphones, etc.) not acceptable. All leaves of absence must be approved by the Senior Associate Dean for Student Affairs, Dr. Neil H. Parker.

Students can contact the Student Affairs office at (310) 206-0434 or registrar@mednet.ucla.edu with questions.

- When requesting a Medical Leave of Absence the student must schedule a meeting with Dr. Parker. Contact his assistant, Aaron Schmidt, at (310) 206-0434 to schedule an appointment.
- Pending no further information is requested by the Dean the student will receive written notification of leave approval, from the Registrar, within four to six weeks from receipt of request. All required documentation should be submitted with MLOA form otherwise review of request may be delayed.

**Requesting to Extend Leave**

Students must complete a Request to Extend Leave six (6) months prior to the start of the next academic year, and return to Linda Cuesta, Registrar. The form may be returned via email registrar@mednet.ucla.edu, fax 310/794-9574 or in person (12-159 CHS); photocopies of completed paperwork (from i-Phones, i-Pads, Smartphones, etc.) not acceptable. All leave extension requests must be approved by the Senior Associate Dean for Student Affairs, Dr. Neil H. Parker.

The student may be requested to meet with Dr. Parker to discuss reason(s) for extension request.
Once a Leave Has Been Approved /Extended, Students Must Take Care of The Following:

Contact Information
It is imperative and the student’s responsibility that we, and main campus, have his/her current contact information on file in order for us to communicate with you concerning school-related issues.

Contact information can be updated at:

- **School of Medicine:** [http://www.medstudent.ucla.edu/current/](http://www.medstudent.ucla.edu/current/) ➔ Policies & Forms ➔ Forms ➔ Change of Address Forms

  AND

- **Main Campus (Murphy):** [https://www.ursa.ucla.edu/](https://www.ursa.ucla.edu/) ➔ Login using Shibboleth ➔ look under the PERSONAL Column (far right) ➔ Update Address Information

URSA
You should continue to monitor your BruinBill account for up to six months after you have left the University for charges or HOLDS posted to your account. You will be responsible for any late fees or collection costs the university assesses to your account for non-payment.

**HOW TO CHECK YOUR ACCOUNT:**

- Logon to **URSA Online** at [https://www.ursa.ucla.edu/](https://www.ursa.ucla.edu/)
- Logon to the **LOGIN USING SHIBBOLETH** area
- Type **UCLA Logon ID** and **Password**
- Under the **ACADEMIC** column click on the “VIEW ACADEMIC & FINANCIAL HOLDS” paw
- Contact office(s) listed so you understand why the HOLD was placed and what course of action you must take to have it removed

Please contact Student Financial Services via email [asksfs@finance.ucla.edu](mailto:asksfs@finance.ucla.edu), by phone (310) 825-9194 or by going to their FAQ’s page [http://asksfs.custhelp.com/](http://asksfs.custhelp.com/) should you have additional questions regarding any charges/balances still appearing posted.

**NOTE:** if you forget your UCLA Logon ID, logon to [https://logon.ucla.edu/userlookup.php](https://logon.ucla.edu/userlookup.php)

1st Year Students

- **Mailboxes**
  Mailbox key must be returned to Brandon Susselman in the Student Affairs Office (12-159 CHS). Brandon can be reached at (310) 206-0973 or [bsusselman@mednet.ucla.edu](mailto:bsusselman@mednet.ucla.edu).

- **Audience Response System (ARS) Keypad**
  Please remember to return the ARS keypad assigned to you at the beginning of year one to the Educational Development & Research (ED & R) Office located in 13-060 CHS. You will be assigned a new ARS pad upon your approved return to the curriculum. Contact Margaret Govea at mgovea@mednet.ucla.edu or (310) 267-1860 if you have questions.
2nd Year Students

- **Mailboxes**
  Mailbox key must be returned to Brandon Susselman in the Student Affairs Office (12-159 CHS). Brandon can be reached at (310) 206-0973 or bsusselman@mednet.ucla.edu.

- **Audience Response System (ARS) Keypad**
  Please remember to return the ARS keypad assigned to you at the beginning of year one to the Educational Development & Research (ED & R) Office located in 13-060 CHS. You will be assigned a new ARS pad upon your approved return to the curriculum. Contact Margaret Govea at mgovea@mednet.ucla.edu or (310) 267-1860 if you have questions.

- **USMLE Step 1 Requirements**
  All USMLE Step 1 requirements and deadlines apply to students on leave and must be met; no exceptions. Please check our website at [http://www.medstudent.ucla.edu/current/year2/](http://www.medstudent.ucla.edu/current/year2/) for USMLE Step 1 deadline dates. Students in noncompliance of the policy will be placed on Administrative Leave and original leave becomes null and void.

3rd Year Students

- **Schedules**
  Students enrolled in required core clerkships must speak with Gezelle Miller, in the Student Affairs Office (12-159 CHS), before rotations can be dropped. Gezelle’s contact information is (310) 825-3848 or zgmillner@mednet.ucla.edu.

- **Pagers**
  Students going on leave for the entire academic year, with the exception of students accepted into the Concurrent Degree Programs (MD/MBA, MD/MPH, MD/MPP), should return the pager to the paging office and bring the receipt to Linda Cuesta in the SAO (12-159 CHS)

  Paging Office Locations:
  - P-123 RRUMC - open 24/7
  - A7-180 CHS Monday - Friday 7:00am-12:00pm & 1:00 -3:00pm

  When a student returns to the curriculum, he/she will be required to pay the $150 rental fee before being issued a new pager.

  NOTE: Lost pagers are the responsibility of the individual student as is true for residents and faculty - the fee for a new pager if lost or damaged is $100. Please contact Raphael Gonzalez (rgonzalez@mednet.ucla.edu) for replacement pagers.

4th Year Students

- **Schedules**
  It is the student’s responsibility to drop all electives from his/her schedule. If the elective start date(s) is greater than one month (30 days) this can be done through ESS however, if the start date(s) is less than one month (30 days) a Drop/Add Form will need to be submitted to the appropriate student coordinator(s). Student coordinator contact information is located in the online Handbook – 4th Year Electives, Class of 201X (found at [http://www.medstudent.ucla.edu/current/](http://www.medstudent.ucla.edu/current/) > Academic Resources.) If you have questions please contact Monica Perkins, in the Student Affairs Office (12-159) at (310) 825-6282 or mperkins@mednet.ucla.edu.
➢ **USMLE Step 2 CK & CS Requirements**

All USMLE Step 2 CK & CS requirements apply to students on leave and must be met; no exceptions. Please check our website at [http://www.medstudent.ucla.edu/offices/sao/policies/usmle.cfm](http://www.medstudent.ucla.edu/offices/sao/policies/usmle.cfm) for deadline dates. **Students in noncompliance of the policy will be placed on Administrative Leave and original leave request will become null and void.**

➢ **Pagers**

Students going on leave for the **entire** academic year, with the exception of students accepted into the Concurrent Degree Programs (MD/MBA, MD/MPH, MD/MPP), should return the pager to the paging office and bring the receipt to Linda Cuesta in the SAO (12-159 CHS)

Paging Office Locations:
- P-123 RRUMC - open 24/7
- A7-180 CHS Monday - Friday 7:00am-12:00pm & 1:00 -3:00pm

When a student returns to the curriculum, he/she will be required to pay the $150 rental fee before being issued a new pager with a new number.

**NOTE:** Lost pagers are the responsibility of the individual student as is true for residents and faculty - the fee for a new pager if lost or damaged is $100. Please contact Raphael Gonzalez ([rgonzalez@mednet.ucla.edu](mailto:rgonzalez@mednet.ucla.edu)) for replacement pagers.

➢ **Change of Graduation Date (Year) Notification**

Complete and return, to Linda Cuesta, in the SAO (12-159 CHS), the Change of Graduation Date Form. The completed form can be returned via fax (310/794-9574), email at [lcuesta@mednet.ucla.edu](mailto:lcuesta@mednet.ucla.edu), or in person (12-159 CHS)

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**All Students - Additional Items of Importance**

**Registration Information**

The School of Medicine does not offer part-time status:

➢ Leaving or returning mid-semester will require payment of registration fees, in full, for an entire semester
➢ Enrollment is contingent upon payment of registration fees; courses may not be attended without the payment of registration fees.
➢ Registration fees may carry financial aid implications. A 50% course load per academic year is required in order to be eligible to receive federal financial aid.
➢ Registration fee information is located on the UCLA Registrar’s website: [http://www.registrar.ucla.edu/Fees/medfee.htm](http://www.registrar.ucla.edu/Fees/medfee.htm)

**Health Insurance (UCSHIP)**

The UC Student Health Insurance Program (UC SHIP) is only available to enrolled students (i.e. registration fees paid), who have not waived this option. Your coverage date ends depending upon when you go on leave – please refer to the Ashe website for coverage dates and waiver periods.
The Ashe Center does offer other types of insurance for students who are not currently registered, but who were registered the previous term (semester) and who were enrolled in the student UC SHIP during that term (semester). Additional information regarding health insurance coverage for UCLA non registered students can be found on the Ashe website under Non-registered UC SHIP.

**Helpful Resources**

- For information about health care providers outside of Ashe or options for dependent/graduate coverage, please refer to our Alternate Insurance Resources handout. If the link provided does not work please visit http://www.studenthealth.ucla.edu/CustPages/Insurance.aspx - scroll down to bottom of page, look under Helpful Resources and select Alternative Insurance Resources.

**Questions?**

Please visit the Ashe> Student Health Insurance Plan (UC SHIP) website for all your insurance questions (Coverage Dates & Waiver Periods, UC SHIP Details, UC SHIP Fees).

**Housing**

Student housing eligibility may be affected while on leave. Students should review their housing contract and check the UCLA Housing website.

**Immunizations**

**Annual PPD Testing**

All students are required to receive an annual PPD placement; it is your responsibility to ensure that you have received the test prior to your return to the curriculum. If you know you are PPD positive you will need to complete an x-ray or T-Spot (blood work) in lieu of the PPD placement. It is strongly advised you complete this requirement approximately two weeks prior to the start of the year you are returning (but before the first day of school) so it will be in effect throughout the current academic year. Please forward proof of completion to Monica Perkins, in the SAO, via email at mperkins@mednet.ucla.edu or fax (310) 794-9574 prior to the first day of class.

If this is completed at a location other than the Ashe Center a copy must be forwarded to them http://www.studenthealth.ucla.edu/default.aspx, so it is reflected on your immunization records maintained by their office.

**Hepatitis B Series**

Students should have completed the three part Hepatitis B Series prior to the second semester of Year 1. If this is not the case, he/she must work on finishing the series AND contact Monica Perkins mperkins@mednet.ucla.edu immediately to update her on his/her plans.

**Immunizations Received During Your Leave**

Should a student receive an immunization procedure, during their leave, it is the student’s responsibility to forward the copies to the Student Ashe Center (instructions can be found at Student Health & Wellness) so it is reflected on their immunization records maintained at Ashe.

- Click on the Professional School Health Clearance link for requirements
- To view/print immunizations records Logon to the Ashe website at http://www.studenthealth.ucla.edu/ under Online Requests – (Copy of Medicine Records OR Electronic or Copy of Medicine Records – Paper).
a) If the series was completed at a location other than Ashe and it is not reflected on the records, copies must be forwarded to Ashe as explained on their website.

b) If any additional immunization/vaccinations were completed during the leave, copies must be forwarded to Ashe as explained on their website.

**Listserv**

Students will be placed on the SOM LOA listserv the week prior to their leave start date. He/she will remain on this listserv until he/she has been officially approved to return to the curriculum; the change will occur approximately one month prior to the return date.

It is important you check your MedNet email account regularly *(weekly)* so your account remains active and because all school correspondence is sent to this email address only.